

Office Memorandum • UNITED STATES GOVERNMENT

TO : Registrar/TR

DATE: 6 August 1965

FROM : C/AIB/RS/TR

SUBJECT: Weekly Activities Report No. 22
2 - 6 August 1965

I. SIGNIFICANT ITEMS

25 YEAR RE-REVIEW

None

II. OTHERS

A. Based on the outline proposed in R/TR's Staff meeting of Thursday, 29 July, a summary, in the form of a narrative of RS procedures, a list of accomplishments over the years, and a diagram of Registrar activities, was submitted on Monday, 2 August for R/TR's use in preparation of his final paper to C/PPS in support of expenditures proposed for fiscal year 1967.

Meanwhile, AIB has taken steps to extract additional information on employees in training for information of C/PPS for his paper for DTR. 25X1

Our support in this line extended to the O/DDI. [redacted], CT class of July 65, on detail to O/DDI, is doing a paper of professional development of employees in the Intelligence Directorate. He wants information to support DDI's participation in OTR's courses. We are confident that we can provide the information (the ATR is the source) - and can provide it reasonably soon. If [redacted] continues to think the material is what he can use (he plans further discussions with [redacted]) he will, as suggested, list his specific requirements in a memo to the Registrar. 25X1 25X1

B. C/PPS/TR told C/AIB of the CS approval of the OTR recommendation to train the CTs in four groups of equal size (55). This is to begin with the October Class. It means that the original schedule that was presented as one of the bases for the proposal will be reviewed and concurred in--and will lead to necessary changes in the dates of some of the courses currently scheduled for the Fall. [redacted] plans to work on this after he completes his current paper on OTR and its budget. 25X1

SECRET

GROUP 1
Excluded from automatic
downgrading and
declassification

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C. According to [redacted], there will be fourteen (14) [redacted] employees in the Air Ops course, 30 August - 20 September; this is maximum for the course. Nine are

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This week there were two inquiries about training of [redacted] people with respect to fitting the training into regularly scheduled OTR courses. Neither of the two could be fitted.

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D. [redacted], C/HT/OS, is concerned about the low (only 9) registration for the two-week Administrative Procedures course beginning on 16 August. AIB will call TO's to remind them of the course, and, since Stan thought there may be prospective candidates in the 16th Street pool, C/AIB called [redacted] to get an estimate of those assigned to the DDP who may be cleared in time for the course. At this writing, prospects are dim but Lydia is checking. The HT/OS/TR may move to cancel the course if no increase in registration materializes.

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*She checked.
Answer: None
MPS*

Early this week, the enrollment in the OTR Management course, 8-13 August, at [redacted], had only nineteen (19) candidates, fifteen of which are personnel from the instructional and administrative staffs at [redacted]. Telephone calls to each School and Staff in OTR, calling attention to the employees in each for whom the Management course was approved by the TCB, brought one additional member to the course: [redacted] C/HT/OS.

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E. Understandably, [redacted] C/PMT/[redacted] would like to have his 17 week PM course run its seventeen weeks without administrative interruptions. The interruption that just could not be avoided this running is that of the group's having to come up to headquarters area for final documentation for the [redacted] phase of the course. [redacted]

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25X1 [REDACTED]

25X1 The opinion of [REDACTED] was passed on to Duane and apparently the idea of [REDACTED] doing the preliminaries has been set aside, for [REDACTED], C/PCS/ISO, notified us that the PM group will come to headquarters on Thursday, 9 September, and he asked that we arrange to get the processing underway by 0830 hours so that the group will be back at the site for lunch. It can be done; headquarters offices concerned have been notified of the 9 September plan.

25X1 F. The verbal arrangements about OP's handling EODs with respect to their being enrolled at the time of EODing in the Intelligence Orientation Course (which [REDACTED] concluded with the Registrar before [REDACTED] left his place to [REDACTED] were apparently not made clear to [REDACTED] Chief Placement Officer, OP. Mike called to express his feelings about the agreed-to responsibilities imposed upon his office. Although it was evident that clarification brought some ease to his concern, it was also evident that he would prefer a full review of the intended procedures. He was assured that the matter would be discussed anew with him and with those members of his staff he chooses to be present.

25X1 G. On Wednesday afternoon, a briefing on OTR was given to [REDACTED] an instructor newly assigned to the PMB/[REDACTED] 25X1 On Thursday morning, [REDACTED], the new Personnel Officer for the CTP/TR, was also briefed. The latter's briefing was slanted differently from that of the briefer one for [REDACTED] 25X1

25X1 H. [REDACTED], GS-14, an Estimates Officer in ONE, inquired of the availability of a reading improvement course in OTR or in the Agency and, too, of the availability of aptitude tests and performance tests in reading. For the specifics, he was referred to [REDACTED] IPF/IS/TR and to [REDACTED] 25X1 A&E/OMS. [REDACTED] mentioned that he may not pursue his question any further but will wait "to read it in the Bulletin." 25X1

I. On Tuesday, 3 August, [REDACTED] attended the annual luncheon given by the Department of Agriculture Graduate School for representatives from training offices of various 25X1

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Government agencies and some private industries. (Nancy was R/TR's last-minute replacement.) Instructors of some new courses which will be offered this fall gave descriptions of the courses. There was some discussion of programed instruction. The Department of Agriculture Graduate School has purchased one U. S. Industries teaching machine and has several of their programs. They have purchased the Listening Course from Basic Systems (which was demonstrated for several people from OTR a few months ago). In the reading improvement laboratory they plan to install some teaching machine booths to be used for self-study. They also are setting up a library on programed learning materials, which will be available for people from other agencies to use. This information has been passed on to [REDACTED], PPS, and to Mr. [REDACTED] IS.

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J. AIB published an announcement of the first of the new, 1965-66 series of lectures at the National War College. The announcement contains the prerequisites for attendance, including GS grade-14, as set in NWC's formal release. It also includes the requirement that Agency guests at the lectures indicate their intentions to attend at least seven days before the scheduled date of a lecture so that R/TR can complete the required paper work in time to meet NWC's five-day requirement.

AIB will continue to be attentive to, and to cite the early deadline for registration in such announcements it publishes in the future.

K. Mr. [REDACTED] of the Records Management Staff called DC/AIB and asked that the Fall Schedule for the Records Management Workshops conducted by General Services Administration and National Archives and Records Service be included in the OTR Bulletin. Since the August edition of the OTR Bulletin is already at the printers, he asked that a copy of the schedule be sent to each Training Officer, except in the DDP, where a copy was sent only to the DDP/TRO.

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III. PERSONNEL

25X1 [] has completed the first of her two weeks of
25X1 annual leave. [] will be on annual leave for the week
of 9 August.

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Attachment: Weekly Attendance

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